

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **SENIOR PROSECUTOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform professional legal work in representing the City in complex criminal legal matters; to advise and interact with related City departments; and to assign, and review the work of lower level staff, and assist with the training needs of the office.

### **Supervision Received and Exercised:**

Receives direction from the City Prosecutor or from other supervisory or management staff.

Assist in the functional and technical supervision over lower level Prosecutor staff and student interns.

Assist with the training of lower level Prosecutor staff and student interns.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Research, develop, coordinate, present, monitor, and supervise all legal training for the Prosecutor's office.
- Assist in the recommendation and implementation in goals and objectives for the Prosecutor's office; assist the City Prosecutor in the development of policies and procedures.
- Research, draft, prepare, and litigate difficult and/or complex legal matters, motions, and appeals for the City Prosecutor's office.
- Act for the City Prosecutor in the City Prosecutor's absence.

CITY OF TEMPE  
Senior Prosecutor (continued)

- Prosecute traffic, criminal code and zoning violations and comparable cases in City courts.
- Prepare legal pleadings; research technical and scientific aspects of evidence; negotiate plea agreements; formulate trial strategies; interview and prepare witnesses to testify at trial.
- Contact attorneys and defendants regarding pending cases; collect and provide discoveries to defendants and defense attorneys.
- Determine amounts and appropriateness of restitution to be paid by defendant to victims of crimes; monitor compliance with ordered restitution payments; determine terms and conditions of probation; monitor compliance of probation.
- Visit incarcerated defendants to negotiate final dispositions of cases.
- Review City violations of zoning, tax, building safety and nuisance ordinances; file criminal cases regarding ordinance violations; advise and coordinate code enforcement practices and procedures relative to violations.
- Research, draft and propose new legislation or changes to existing legislation as required.
- Respond to police and other enforcement personnel requests for information as requested; advise police or other enforcement personnel on legal matters and procedures.
- Provide legal assistance to prosecuting staff and other City and governmental attorneys as requested.
- Provide limited legal assistance to general public by answering limited questions.
- Volunteer to speak at local schools about the municipal criminal justice system.
- Supervise, advise and train student interns.
- Monitor court scheduling of cases.
- Collect, collate, evaluate and prepare data for office equipment and computer budget requests; propose additions to, or changes in, office policies and procedures.
- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of responsible professional experience in criminal or other government law, including one year of trial work and legal research experience.

**Training:**

Equivalent to a Juris Doctorate from an accredited law school.

**Licenses/Certifications:**

Membership in the State Bar of Arizona.

**This position is unclassified, which means the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 0634**

**Salary Range: 50**

**Compensation Plan: P40 / Regular**

**FLSA: Exempt**